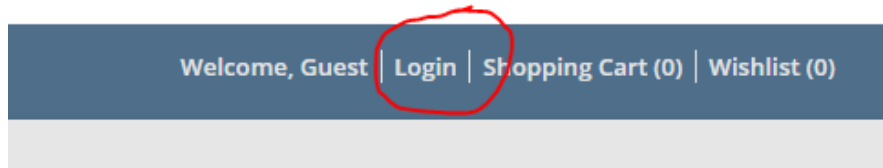


Quick Reference Guide
City of Gahanna Parks & Recreation
Summer Day Camp – Online Enrollment

- 1) Complete the camp pre-requisite household update by calling Gahanna Parks & Recreation at 614.342.4250, Monday – Friday between 8am – 5pm.
- 2) Navigate to the WebTrac registration page at <https://webtrac.gahanna.gov/wbwsc/webtrac.wsc/splash.html> and click “Login” in the top right corner.





- 3) Enter your Username and Password and click “Login.”
 - a. If you are an existing user but have forgotten your login credentials, please call Gahanna Parks & Recreation. Please note that the account recovery links may NOT generate a reset email. **Do NOT create a new account or you will duplicate your profile in the registration system; your new account will not be pre-authorized to buy camp spaces.**
 - b. If you are a new user, you may register for a new account and complete your profile; you will still need to speak with Parks & Recreation staff to confirm your profile details and authorize your household to buy camp spaces.

A screenshot of a web browser window titled "3.1 WEB". The page is titled "WebTrac Login". It contains two input fields: "Username *" with the value "sarah.mill@gahanna.com" and "Password *" with masked characters ".....". Below the fields are three links: "If you have an account with us, but you've forgotten your username, please click here.", "If you have an account with us, but you've forgotten your password, please click here.", and "If you're a brand new patron with us, please click here to register for a new account." At the bottom is a "Login" button.

- 4) Click the “Camp Experiences” program category (this will filter out non-day camp programming from your list of options).



- 5) Click the green “+” button next to each session in which you wish to enroll a participant (if selecting multiple sessions, click each one before clicking “Add to Cart.”) Once selected, the plus icon will change to a blue hyphen.

	Activity	Description	Dates
	24601-102	Spring Break Camp (Monday)	03/23/2020 -03/2
	24601-103	Spring Break Camp (Tuesday)	03/24/2020 -03/2
	24601-104	Spring Break Camp (Wednesday)	03/25/2020 -03/2
	24601-105	Spring Break Camp (Thursday)	03/26/2020 -03/2
	24601-106	Spring Break Camp (Friday)	03/27/2020 -03/2

6) You will see a list of selected sessions in the bottom left corner of your screen. Click “Add to Cart.”

	Activity	Description
<input type="checkbox"/>	24601-102	Spring Break Camp (Monday)
<input type="checkbox"/>	24601-103	Spring Break Camp (Tuesday)
<input type="checkbox"/>	24601-104	Spring Break Camp (Wednesday)
<input type="checkbox"/>	24601-105	Spring Break Camp (Thursday)
<input type="checkbox"/>	24601-106	Spring Break Camp (Friday)

Camp Hannah - Discovery - 2

Please send children in closed toe shoes
Please dress children in comfortable clothing

Camp Hannah – Traditional @ Hannah
Campers enjoy traditional camp activities
around them. Amenities at Hannah P
Gahanna Swimming Pool, one field to
the playground or relax and play cards

Spring Break Camp (Thursday) (24601-105)
Spring Break Camp (Tuesday) (24601-103)
Spring Break Camp (Wednesday) (24601-104)

7) On the next screen, you will see a list of children in your household along with the sessions you added to your cart. Click the checkboxes next to each session you wish to enroll each child, then hit “continue.”

Charlotte Mill

☒ Spring Break Camp (Tuesday) (24601-103)

☒ Spring Break Camp (Wednesday) (24601-104)

☐ Spring Break Camp (Thursday) (24601-105)

Test Mill

☒ Spring Break Camp (Tuesday) (24601-103)

☒ Spring Break Camp (Wednesday) (24601-104)

☒ Spring Break Camp (Thursday) (24601-105)

- 8) The next screen asks you to complete the Questions and Waivers. You will need to complete this page for each individual child whom you are registering; the child's name will appear at the top.


Information asked is:

- "How did you hear about the program?" (Select answer from list)
- "What is your child's t-shirt size?" (Select answer from list)
- Camp Handbook Acknowledgement/Agreement (Camp Friendship Camping Company programs)
- Optional add on extended care (Bally Sports and Children's Theatre programs only)
- Payment selection – pay in full or installment billing option (Camp Friendship Camping Company programs only; see the Parent Handbook for more details).

IMPORTANT: Be certain to check the "Copy Questions" box and the "I agree with the above" box; failure to do so will result in you having to submit the information on this page for EVERY individual session in which your child is enrolling. (You will need to complete this page for each individual child whom you are registering).

Spring Break Camp (Tuesday) (24601-103) for Charlotte Mill (Purchase)

Questions

 Copy Questions

How did you hear about the program? *

Gahanna Website

Gahanna Facebook

Other Social Media

Parks and Recreation Mailing

Waivers

Handbook & Camp Policy Acknowledgement:

The Spring Break Camp Parent Handbook is available online at <https://www.gahanna.gov/download/21696>.

For participation in Gahanna Parks and Recreation Spring Break Camp, I acknowledge that I have reviewed a copy of the 2020 Spring Break Parent Handbook, which is available online at <https://www.gahanna.gov/download/21696>.

☐ I agree with the above *

Continue

Cancel

- 9) Review your shopping cart for accuracy. This will be your last opportunity to make changes to your activity selections before your order is processed.

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 5

Total Results (5)

	Description	Name	Total Fees		
✕	Spring Break Camp (Thursday) (24601-105) (Enrolled)	Test	\$ 45.00	✎	◀
✕	Spring Break Camp (Tuesday) (24601-103) (Enrolled)	Charlotte	\$ 45.00	✎	◀
✕	Spring Break Camp (Tuesday) (24601-103) (Enrolled)	Test	\$ 45.00	✎	◀
✕	Spring Break Camp (Wednesday) (24601-104) (Enrolled)	Charlotte	\$ 45.00	✎	◀
✕	Spring Break Camp (Wednesday) (24601-104) (Enrolled)	Test	\$ 45.00	✎	◀
Grand Total Fees Due			\$ 225.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type

Coupon

 Code

Apply

Proceed To Checkout

Continue Shopping

Pay Old Balances

Empty Cart

- 10) Review the summary of charges and select your payment method (Visa, Mastercard, Discover or AMEX).
- 11) Hit “Continue” to continue to payment authorization and generate your receipt.
- 12) Review your receipt for accuracy. Direct questions to 614.342.4250 or parksandrec@gahanna.gov.